



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Get these fabulous stats in Disbursements (as of 5-25-07):

Changes made since December 2007 have resulted in the following improvements:

AP backlog is down to 2.9 days!

(Was 13.7 days in the beginning of December)

Outstanding invoices having PO issues are currently down to 25!

(Was 217 in the beginning of December)

Contact Sallie Frainier for more information.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Business Systems Analysis (BSA) reports:

Incredible progress is being made on the eBuy *punch-outs. A pilot is about to be released for purchasing lab supplies. Having this eBuy option could double the number of purchases made through eBuy!

*A "punch-out" is an electronic catalog that users access by seamlessly clicking through from their own e-procurement system to the supplier's website. Contact David Chen for more information.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Business Systems Analysis (BSA) reports:

The Lien Cleanup Project was completed! That means all of the PO lien data in FMS is now correct. This set the stage for the next phase which is to look at improving the certification process...

For system-related questions, contact Steven Chan.

For functional information, contact Sallie Frainier.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Business Systems Analysis (BSA) reports:

FMS was successfully upgraded to *PeopleTools 8.48 over the weekend of June 9th!

*PeopleTools is the underlying technology of all our FMS PeopleSoft applications. By getting "under the hood" and upgrading this code, the system will now be able to develop more interesting programs in the future.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Did you know that some vendors offer discounts if we pay our bills early?

Well, good news! A new program and online process for invoice certifications was *just* released. This should dramatically shorten the time for review and payment.

Spread the word...

Contact anyone in Disbursements or BSA for more information.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Business Systems Analysis (BSA) reports:

The BSA group is working with IT on a Lab-wide initiative to obtain a scanning and document management system. This could conceivably have unlimited applications within the CFO (and across the Lab).

The primary focus will be on AP invoices and Travel expense reports.

Talk to Chuck Axthelm or Carla Garbis to learn more.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Meet anyone new lately?

The OCFO has hired a slew of great new people since January. You may want to offer them a warm welcome, tell them what you do, and ask them what they do!

Angela Ford - SPO – Jan
Antonio Chan, Disbursements, June
Cynthia Ehsan, Procurement – Feb
Cynthia Lytle, Property – March
Dennis Lowe, Budget, June
Greg Norman - Field Ops Jan
Jeannie Chan, Field Ops, May
Khadija Morgan, Field Ops, June
Michael Chen, Budget – May
Miho Komai, Field Ops, May
Sherman Wong, Field Ops, June
Stacey Bennet , Field Ops, May
Susan Hedley, SPO – June

Contact Linda Wuy or anyone in HR and have them introduce you!



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

The Budget Office reports:

Quick Pricer has been released! This excel-based tool is a quick and easy cost estimator that you can download to your desktop. We got it from Livermore and modified it to work with our Lab data. It can be a great help in developing budgets.

If this is a function you perform – talk to Jeremy Coyne for access information.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

How about a reduction in the payroll burden to the tune of ~ **2.8 million?!**

Because the UC Regents decided to postpone the employee contributions into the UC Retirement Fund, the Budget Office was able to announce a reduction in the payroll burden as a way of “giving back” ~ 2.8 million to direct programs!

Ask Minh Huebner or Brian Fox if you want more of the numbers.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Do you feel the relief?

Field Operations has been busy “staffing up” in the Divisions! Many Divisions have been short-handed so Doug Goodman and his team of folks have focused on finding some strong new hires!

Want to say “Hi” to one of the new people? Just ask Doug Goodman to introduce you!



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

General Accounting reports:

The Lab is doing business with a new bank! Yep – we are now banking with Wells Fargo. We should now get *better service for less*.

Questions about banking should go to David Hathaway.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

General Accounting reports more process improvements:

An automated process for closing out the accounts at the end of the fiscal year has been implemented. What used to take a good *6 months* after the close can now happen by *November*!

Ask David Hathaway for more information.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Payroll in Vegas?

Nancy Lee and Paula Meo just attended the American Payroll Association's (APA) 25th annual conference in Los Vegas. This is the first time the Lab has been represented at this conference. Our new Controller, Jeanne Kissel, recognizes the importance of being part of this organization.

Nancy attended sessions focused on the domestic payroll process (learning about new state and federal rules and garnishments, for example) while Paula attended sessions focused on foreign nationals and expatriates.

If you want to learn what's new in Payroll, just ask Nancy Lee or Paula Meo!



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Procurement reports the latest in eBuy accomplishments:

There are now 4 eBuy contracts in place with 2 to 3 more to be set up by the end of the fiscal year. Because of this initiative, the OCFO surpassed **\$5M in cost savings** at mid-year and should reach **\$7M by year end!**

Get the details from David Chen (and pass on your congratulations!)



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Did you know that the Lab has a **Small Business Office** in Procurement? Did you know that they help the Lab meet its goals for doing business with *small businesses*?

Overall this year, the YTD performance statistics show that the Lab has exceeded its Small Business goals.

However, we still need to increase our numbers with businesses in the following categories:

- Woman-owned Business
- Hubzone
- Disabled Veteran-owned

How is the Small Business and Supplier Management Program Office helping you to help the Lab reach its goals? An **In-reach Supplier Directory** has been launched which captures and supports the Small Business community. Contract Administrators and the Technical end-users will be able to access the database as a market research tool for sourcing. The directory contains a complete profile of all Small Businesses (with the companies' pertinent information) that are interested in doing business with Berkeley Lab. The Directory currently resides under "Helpful Links" on the Procurement website.

For more information please scontact Hanh Le or visit the new Procurement website.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Property is very pleased to report:

The wall-to-wall inventory of **21,000 items** (valued at over \$629 million) has been completed!

We scored big.

99.2% of the item count was accounted for as well as 99.7% of the dollar value.
And we passed the DOE random sampling validation at 100%.

Way to go everyone!

See John Morgan for more stats (and big smiles).



did you know **in the OCFO?**

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Procurement reports:

Procurement passed the PERT review. A DOE peer review team called the *Procurement Evaluation Re-engineering Team* is made up of peers from many other similar organizations and DOE. They come every 3 years for a whole week and scour our systems and files. This year they found “no significant observations” so that means we have been “validated”.

Talk to Derrol Hammer to learn more.



did you know **in the OCFO?**

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Financial Policy and Training reports this success:

The FPTO delivered several tailored modules of Core Financial Management training to the IT Division’s group leads and managers throughout the months of February, March and April. The trainings were structured with significant Q&A time and which ultimately created an “open forum” between our CFO professionals and our customers.

Spread the word... We will be offering this type of training to other Divisions in the future.

Contact Angela White for more information.



did you know **in the OCFO?**

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Have you seen an improvement in the **effectiveness of meetings** held in the OCFO?

There could be a reason... About 60 people from the OCFO community participated in *Planning and Conducting Effective Meetings* training.

A new "OCFO Meetings Culture" has been established based on feedback from the participants. Watch for posters coming to a conference room near you.

Contact Angela White for information or if you are interested in setting up additional training sessions.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Procurement Invites You To Visit Their New Website!

Check out the beautiful new Procurement website! Maria Atkinson (our very own OCFO web designer/developer) has created a site that should help Procurement visitors navigate to the information they need and enjoy the visual journey along the way.

Be sure to visit the site at <http://www.lbl.gov/Workplace/CFO/pro/>
or just click on *Procurement* from the OCFO home page.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Good News coming your way from... Travel?

Yep! A project is underway to replace Gelco. Spread the word. Tell everyone.

Want to know more? Contact Garla Garbis or Craig Gaylor.



did you know in the OCFO?

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Travel reports:

For the latest in Travel news, policies, procedures, and **helpful tips** – see the new Travel Express eNewsletter. Brought to you by Maria Atkinson and the Travel team,

this newsletter is all of that and more!

If you would like to receive the eNewsletter, please send email to Linda Wuy at LDWuy@lbi.gov.